

**MDHE Committee On Transfer & Articulation**

August 30, 2016 Meeting Minutes

10:00am – 3:30pm

Attendees: Michael Olsen, Beverly Schenkel, Benjamin Howard-Williams, William White, Seth Carruthers, Ahmad Sims, David Jones, Krystal Lang, Brooke Lockhart, Amy Werner

Absent: Gavin O'Connor, Artie Fowler, Kim Harvey

**Call to Order:**

Meeting called to order by Michael Olsen at 10:02am.

**Election of Officers for 2016-2017:**

- Chair: Beverly Schenkel, Northwest Missouri State University
  - Nominated by, 2<sup>nd</sup> by Krystal Lang, elected by unanimous vote.
- Chair-Elect: William (BJ) White, St Charles Community College
  - Nominated by, 2<sup>nd</sup> by Krystal Lang, elected by unanimous vote.
- Secretary: Benjamin Howard-Williams, University of Missouri-Kansas City
  - Self-Nominated, 2<sup>nd</sup> by Krystal Lang, elected by unanimous vote.
- Past-Chair: Michael Olsen, University of Central Missouri
  - New position, suggested by Amy Werner to ensure smooth transfer of knowledge/leadership from year-to-year.
  - Motion by Michael Olsen to create position of Past-Chair as a year-long commitment, extending the committee member's COTA term as necessary.
    - 2<sup>nd</sup> by Seth Carruthers, approved by unanimous vote.
- Treasurer / Communications Officer: Amy Werner
  - Discussion - Official communications must be sent out via MDHE email anyway and MDHE has an in-house design team available to support any marketing needs. Decision of the group was to leave communications efforts to Amy, subject to oversight by the committee, with support of the MDHE graphics team.

**Workgroup Assignments:**

- Policy Group
  - Michael Olsen (Chair), William White, Krystal Lang, David Jones.
- Missouri Reverse Transfer Group
  - Beverly Schenkel (Chair, Amy Werner co-chair), Kim Harvey, Benjamin Howard-Williams, Brook Lockhart
- Conference Group
  - Seth Carruthers (Chair), Artie Fowler, Gavin O'Connor, Ahmad Sims
- Ad-hoc Transfer Calendar Subcommittee (details of goals in discussion below)
  - Krystal Lang, BJ White, Brook Lockhart, Benjamin Howard-Williams, possibly Kim Harvey.

**Meeting Dates for 2016-17**

- 4 in person meetings including the conference in Jeff City
  - Aug 30, 2016
  - Oct 21, 2016
  - Feb 23-24, 2017 (Conference)

- COTA to meet on Feb 22 to prepare for the conference - stuff folders, prep name cards, etc.
  - Apr 24, 2017
  - Jul 21, 2017 (1st meeting of 17-18 session)
- Conference Calls - Monthly except for months w/ in-person meetings
  - Proposed - 3rd Monday of each month @ 2:00pm - 3:30pm
    - 9/19/16 - 1st conf. Call
    - 11/21/16
    - 12/19/16
    - 1/23/17
    - 3/20/17
    - 5/24/17
    - 6/19/17

### **Budget Report:**

Budget is approx. \$1500 lower today then at this same time in 2015.

- Will be helped by MDHE/COTA taking over Registration for the conference and saving \$10 per registration that will now go straight to COTA.

### **2016-17 COTA Goals**

- Provisions of SB 997
  - Review & advise MDHE on the transfer elements of the bill, esp. Guided Pathways to Success and "15-to-Finish".
- Updated Transfer Policy & Revised Transfer Rules to be filed with Secretary of State's Office
  - Further Discussion Below
- Updating Students Rights & Responsibilities
  - Per Amy - Largely revised, should be near to completion.
- Concurrent Enrollment (2yr/4yr dual enrollment)
- Transfer Calendar
  - COTA-recommended calendar for Transfer Recruitment Events, many Comm. Colleges schedule overlapping events causing a problem for 4 year schools - would like to create a shared calendar that all stake-holders can use to minimize overlap
    - Ad-hoc Transfer Calendar Subcommittee created (see membership above)

### **Workgroup Updates & Discussion:**

#### **Policy Update**

- Statutory authority states MDHE will create "guidelines" – desire to replace the term "guidelines" with "policy" to encourage compliance. Change in language requires
  - MDGE legal review
- Policy / Rules Revision Timeline:
  - Policy Group meet in September, submit for review to CCAO in October, target is to take to December 2016 CBHE meeting for final review/approval.
    - Will finalize the revised policy updates, which will then drive the rules language.
    - Workgroup decision to meet in Fulton @ Westminster College, Amy to send our scheduling document for sub-committee to pick date/time in Sept.
- Add to the policy

- Transfer Students "must be provided" Transfer Student's Rights & Responsibilities / or "must be made available to"?
  - David - what point in the process are they required to receive this?
    - Once admitted as a transfer student.
    - Sub-committee will need to review and will present back to the COTA.
- Def. of "Transfer and Articulation Officer"
  - Each institution must identify a TAO
- Designate 42-hour block on the transcript, whether the student requests or not.
  - Per SB 997 - must have 42-HR block in place by Jan 2018

#### MRT Update

- Columbia College, William Woods, & Drury University all withdrawing from MRT, citing technical challenges.
  - Missouri Baptist University is considering withdrawal
- MRT and National RT
  - National Student Clearinghouse is developing a national portal, should Missouri adopt the new national tool or maintain the current state tool?
  - Request for review and recommendation from MRT workgroup
    - Beverly, Amy, & Brenda
- Can we get a recommendation from the MRT subcommittee?
  - Beverly and Amy to have a conference call on this issue with Univ. of Missouri System, will update the MRT workgroup after that call. MRT Training

#### COTA Conference Update

- 2/23 & 24 space reservation with Capitol Hotel
  - Thursday Afternoon - MRT Training
  - Friday - Conference
- Theme
  - Needs to be determined ASAP so that a save the date can be sent out.
  - Request Sessions
    - Input from other conferences - MCCA, MACADA, etc.
    - Transfer Orientation?
    - Policy Work Session
- Keynote Speaker
  - Zora Mulligan, new MDHE Commissioner, if she is available.
  - If not, will find another keynote speaker.
- Online Registration
  - RFA has been sent out for a new online registration system, funded by COTA money. Amy will send the committee the RFA shortly re: the cost to build the Registration form which will then allow the Conference workgroup to make a recommendation for changes to the Registration fee as needed to pay for the Registration form creation.
    - Should have RFA back by Mid-September
  - Registration form to be built and ready to accept submissions mid-late November
- 2018 Conference Date & Location
  - No consensus on best utilization of conference resources – depending upon attendance to the 2-17 conference, will consider moving to a biennial conference, or perhaps smaller workdays at multiple locations around the state.

- Conference workgroup to review options and submit a recommendation back to the committee.
- Location Options already booking up for 2018
  - Free Options within Jefferson City can serve as a fall-back option, though they lack the capacity of the current venue.
  - Benjamin to Investigate University of Missouri-Columbia as an alternative, seeking cost information for 1.5 days of conference space + two meals for up to 225 attendees.
    - Follow-up with Amy & Seth, target date is 9/9

**MDHE Update - SB 997 / 42 Hour Block**

- COTA will primarily be responsible for SB 997, RSMo 178.787
- Update the Complaint process
  - RSMo 178.788 current policy says COTA is the final word, legislation states "Commissioner of Higher Education or his or her designee.."
  - Policy will be updated to match this language
- 15 to Finish
  - 15 hours per semester to finish on-time
  - Incentivize Seniors who have done this in their Senior year
    - UCM is the example institution
  - "On Time Completion" – COTA will need to help define this term.
- Guided Pathways
  - COTA will need to provide guidance on how to ensure alignment between two and four year schools.

**Adjournment**

Motion to adjourn at 2:43pm made by Michael Olsen, 2<sup>nd</sup> by William White, passed unanimously.